



# CITY OF NEWPORT NEWS

## PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 02/01/90

SECTION <b>408</b>	SUBJECT <b>UNDERFILL STATUS</b>
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When the most suitable applicant for a budgeted vacancy does not possess the minimum required education, experience, knowledge, skills and abilities, that applicant may be employed in a lower level position at a pay level commensurate with the applicant's qualifications. An employee in this situation is considered to have "underfill" status. This status does not affect employee status, probationary status or any benefits eligibility.

In situations where the attainment of a specific level of qualifications, such as attainment of a specific license, is critical to operations, the employee in underfill status may, as a condition of employment, be given a specified, reasonable period of time in which to attain the qualification. Any employee hired in underfill status is expected to meet the requirements for the higher level position within a reasonable time frame, usually a maximum of two to four years. Employees who are underfilling a higher level position normally perform most to all of the work of the budgeted position but usually under closer supervision and with more guidance.

When an employee in underfill status meets the requirements of the higher position for a sustained period of time and the employee performance evaluation indicates anticipated satisfactory performance at the higher level, the employee may be administratively promoted to the higher position pending approval through the channels stated in Section 604, Salary Administration Policies. The effective date of administrative promotion constitutes a new anniversary date.

A status change notice and a recent performance evaluation are required to administratively promote an employee from underfill status.

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AMENDS/SUPERSEDES SECTION <u>508</u> , 05/26/82	REFERENCES	APPROVAL: 
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